

DATE: April 1, 2016

SUBJECT: Vacation Minimum Requirement and Floating Holiday – Fiscal Year End

Employees whose vacation and floating holiday balances are controlled by fiscal year end should check My Leave Activity in Self Service and confirm their balances. (Refer to [Self Service Leave Balances instructions](#).) Depending on the bargaining unit, employees who have not met their vacation minimum requirement or used their floating holiday by June 30, 2016 will lose vacation leave and/or their floating holiday.

If you have questions about this information, contact your Human Resources or Payroll office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.